

## POLICE RECORDS TECHNICIAN

### NATURE OF WORK

This is responsible clerical work which includes typing and transcribing various police records.

Work involves responsibility for maintaining police records; responsible for incident report entry; and reviewing reports to determine the status of the case. Work may involve taking and transcribing oral dictation while ensuring and enforcing security procedures necessary to safeguard confidentiality. An employee in this class is expected to exercise proper judgment within the framework of departmental rules and regulations. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, effectiveness, and departmental standards.

### EXAMPLES OF WORK PERFORMED

Enters incident reports; assigns the appropriate code based upon uniform crime reporting regulations; enters the victim and the party responsible if someone was cited.

Reads reports, pulls previous reports for the case file, determines the status of a case whether it is cleared, inactive or unfounded and updates the computer.

Transcribes dictated tapes; makes corrections and/or additions to the report.

Assists officers at the officer counter; retrieves, copies and faxes reports for officers; separates incoming reports; distributes to different teams and person assigned to do incident report entry; answers the phone.

Serves the public and other law enforcement agencies at the public counter; answers questions, retrieves accident and incident reports and sells designated reports and permits.

Coordinates schedules of the court and officers; keeps track of when court cases are cancelled; notifies the officer in a timely manner.

Processes and enters traffic accident reports; inputs all information involved in the accident; converts accident information to the internet.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods and practices involved in maintaining a records system.

Knowledge of the principles, practices and procedures of office management.

Knowledge of the legal aspects and confidentiality of records.

Ability to communicate effectively both orally and in writing.

Skill in the operation of various office machines including computer, transcription machine and other common office machines.

Ability to establish and maintain effective working relationships with co-workers, outside agencies and the general public.

Skill in the rapid and accurate transcription of dictation.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by additional course work in records technology and computers with experience maintaining various records.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some training or some experience in maintaining records and the ability to proficiently type at least 40 words per minute net after errors; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Depending upon the position, an employee may be required to obtain and maintain a general notary public designation.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

9/2002

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